

BID COMMITTEE: _____

Completed by: _____ Host Committee Served: _____ Advisory Position: _____

Bid Suggestion Rubric

1. Create a roster of committee members: Chair, Co-chair, Secretary, Treasurer, Site/Hotel Chair, Outreach Chair, Events Chair, etc.

Highly Effective	Effective	Needs Improvement	Ineffective
<p><i>What does a highly effective roster look like?</i></p> <p><i>For example: All positions are filled. Roster provides age, sobriety dates, homegroups, and service positions and experience (on and off committee) of members. Provides length of time served on the committee.</i></p>	<p>Provides a roster of committee members with all major positions filled.</p>	<p>Roster provided does not have all positions filled, or has people filling multiple positions while others on the committee with no position.</p>	<p>Does not provide a roster.</p>

Reasoning/Notes:

2. Prepare a “Need Statement” describing the benefits of hosting PENNSCYPAA in the city or region.

Highly Effective	Effective	Needs Improvement	Ineffective
<p><i>What does a highly effective need statement look like?</i></p> <p><i>The benefit of hosting PENNSCYPAA in the city of region is well conveyed.</i></p>	<p>Needs statement describes the benefits of hosting PENNSCYPAA in the city or region.</p>	<p>Need statement does not describe a “need.”</p>	<p>Does not provide a need statement.</p>

Reasoning/Notes:

3. Provide financial records from all committee activities and demonstrate financial autonomy and responsibility.

Highly Effective	Effective	Needs Improvement	Ineffective
<p><i>What does a highly effective financial statement look like?</i></p> <p><i>Committee has a business bank account and provides a Profit and Loss sheet for the lifespan of the committee that is simplified and easy to understand.</i></p> <p><i>Financial records indicate the committee is capable of raising sufficient funds to host the conference.</i></p> <p><i>Committee provides financial</i></p>	<p>Committee has a business bank account and provides a Profit and Loss sheet for the lifespan of the committee.</p>	<p>Does not have a business bank account or does not provide financial records.</p> <p>Financial records are not easily understood.</p> <p>Does not demonstrate financial autonomy.</p>	<p>Does not have a business bank account and does not provide financial records.</p>

<i>breakdowns from events.</i>			
<i>Additionally, the committee provides a projected budget for hosting the conference.</i>			

Reasoning/Notes:

4. Obtain letters of support from the Area and the Intergroup and/or regional counterpart.

Highly Effective	Effective	Needs Improvement	Ineffective
<p><i>What does a highly effective letter of support look like?</i></p> <p><i>Provides letters of support from the current bid year from the Area Delegate, local districts, and local intergroup.</i></p> <p><i>Letters of support detail the committee members' service to AA as a whole.</i></p>	<p>Provides letters of support from the current bid year from the Area Delegate, local districts, and local intergroup.</p>	<p>Only provides one letter or only has letters from a previous year.</p>	<p>Does not provide letters of support.</p>

Reasoning/Notes:

5. Detail committee's efforts to engage in service to AA.

Highly Effective	Effective	Needs Improvement	Ineffective
<p><i>What does a highly effective effort to engage in service in AA look like?</i></p> <p><i>Starting YPAA meetings, starting commitments in treatment and prison facilities, taking literature into facilities, getting creative with carrying the message, etc.</i></p>	<p>Details committees service positions outside of committee - Homegroup, District, Intergroup, Area, etc.</p>	<p>Engagement in service to AA is only at the homegroup or sponsorship level and there is no involvement in District, Area, or Intergroup levels of service.</p>	<p>Does not detail the committee's efforts to engage in service to AA.</p>

Reasoning/Notes:

6. Include list and/or flyers demonstrating committee's outreach efforts and events.

Highly Effective	Effective	Needs Improvement	Ineffective
<p><i>What does a highly effective outreach efforts and events look like?</i></p> <p><i>Additional to the list and/or flyers of outreach efforts and events, the thought process behind each event is detailed - why did you choose this event, what was the goal? Did the</i></p>	<p>Includes list and/or flyers demonstrating committee's outreach efforts and events.</p>	<p>List and/or flyers contains 2 or less outreach efforts or events</p>	<p>Does not include list and/or flyers for outreach efforts or events</p>

<i>committee travel outside of their comfort zone to spread the message of PENNSCYPAA?</i>			
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Reasoning/Notes:

7. Propose date(s) for PENNSCYPAA that avoid other AA conferences held in the state, preferably within 30 days.

Highly Effective	Effective	Needs Improvement	Ineffective
<i>What does a highly effective dates look like?</i> <i>Propose a date(s) for PENNSCYPAA that avoids other AA conferences held in the state. Indicates preference to dates (if multiple dates available).</i>	Propose a date(s) for PENNSCYPAA that avoids other AA conferences held in the state, preferably within 30 days.	Dates conflict with other conferences	Does not propose any dates for PENNSCYPAA

Reasoning/Notes:

8. Obtain commitment for proposed date(s) from at least two facilities able to accommodate the entire conference, both in sleeping rooms and meeting space. Facility should accommodate:

- Theater-style space with the capacity to seat 500-750 people
- Hospitality Room (traditionally accessible around the clock)
- Marathon Meeting Room (continuous around the clock meetings) with seating for approximately 50 people
- Archives Room where artifacts from all previous PENNSCYPAA's are displayed (must be either locked at night or artifacts secured some other way to prevent theft or damage)
- Meeting space to seat 25-35 people conference-style for Advisory to conduct their closed business/voting meetings.
- Space designated for outreach tables for other YPAA committees, Area committee displays, or other AA committees.

Highly Effective	Effective	Needs Improvement	Ineffective
<i>What does a highly effective site proposal look like?</i> <i>Provides site contracts from two facilities that address and meet expectations for the bulleted accommodations.</i> <i>Contracts include a breakdown of cost per meeting space, as well as, a total cost for the weekend.</i> <i>Contracts include price per hotel room and number of rooms for the room block.</i> <i>Contracts include a cost for coffee/food and beverage.</i> <i>Contracts indicate an understanding/vision for main meetings, marathon</i>	Provides site contracts from two facilities that address and meet expectations for the bulleted accommodations.	Only obtained a contract from one facility. Site(s) does not address or meet expectations for one or more of the bulleted accommodations.	Did not obtain any contract for proposed date(s) from any facility.

<p><i>meetings, panels, archives, hospitality, outreach tables, and room for advisory to meet.</i></p> <p><i>Contracts are as detailed as possible, in explaining the vision for the committee's conference.</i></p>			
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Reasoning/Notes:

Other Considerations

Other considerations beyond bidding suggestions may be considered, especially when multiple committees are bidding.

1. **Bid Book - was the bid book submitted 7 days in advance of the conference?**

2. **By Laws - does the committee have by laws? Is there anything in the by laws that may be concerning?**

3. **Unity within the committee - is the committee operating as a whole? Is the committee acquiring and retaining new members?**

4. **Unity with other bid committees - is the committee supportive of other bid committees?**

5. **Enthusiasm - is the committee enthusiastic about bidding and hosting the conference?**

6. **Committee's ability to answer questions from advisory during bid session - were questions answered knowledgeably or did the answers to the questions raise doubts about the committee's ability to host?**
 - a. **Were the proper committee members able to answer the questions proposed, or was one or a few people answering the majority of the questions.**